

APPLICATION  
MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



**Request for a Tier Map Amendment**

---

**An application must be deemed complete and in compliance with the Monroe County Code by the Staff prior to the item being scheduled for review**

Amendment to Land Use District (Tier) Application Fee: \$4,131.00

*In addition to the above application fees, the following fees also apply to each application:*

Advertising Costs: \$245.00

Surrounding Property Owner Notification: \$3.00 for each property owner required to be noticed

Technology Fee: \$20.00

**Date of Submittal:**    /    /      
                          Month   Day    Year

**Property Owner:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

**Agent (if applicable):**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

**Legal Description of Property:**

(If in metes and bounds, attach legal description on separate sheet)

Block	Lot	Subdivision	Key
Real Estate (RE) Number		Alternate Key Number	
Street Address	(Street, City, State, Zip Code)	Approximate Mile Marker	

## APPLICATION

**Current Tier Map Designation:**

---

**Proposed Tier Map Designation:**

---

**Current Land Use District Designation(s):**

---

**Current Future Land Use Map Designation(s):**

---

**Total Land Area Affected:**

---

**Existing Use of the Property** (If the property is developed, please describe the existing use of the property, including the number and type of any residential units and the amount and type of any commercial development):

---

---

---

---

---

Amendments may be proposed by the Board of County Commissioners, the Planning Commission, the Director of Planning, owner or other person having a contractual interest in property to be affected by a proposed amendment.

**The BOCC may consider the adoption of an ordinance enacting the proposed change based on one or more of six (6) factors. Please describe how one or more of the following factors shall be met (attach additional sheets if necessary):**

- 1) **Changed projections (e.g., regarding public service needs) from those on which the text or boundary was based:**

---

---

---

- 2) **Changed assumptions (e.g., regarding demographic trends):**

---

---

---

- 3) **Data errors, including errors in mapping, vegetative types and natural features described in volume 1 of the plan:**

---

---

---

## APPLICATION

**4) New issues:**

---

---

---

**5) Recognition of a need for additional detail or comprehensiveness:**

---

---

---

**6) Data updates:**

---

---

---

**In no event shall an amendment be approved which will result in an adverse community change of the planning area in which the proposed development is located. Please describe how the map amendment would not result in an adverse community change (attach additional sheets if necessary):**

---

---

---

---

**Has a previous application been submitted for this site within the past two years? Yes \_\_\_ No \_\_\_**

**All of the following must be submitted in order to have a complete application submittal:**  
(Please check as you attach each required item to the application)

- ☐ **Complete map amendment application (unaltered and unbound);**
- ☐ **Correct fee (check or money order to Monroe County Planning & Environmental Resources);**
- ☐ **Proof of ownership (i.e. Warranty Deed);**
- ☐ **Current Property Record Card(s) from the Monroe County Property Appraiser;**
- ☐ **Location map;**
- ☐ **Copy of Tier Map (please request from the Planning & Environmental Resources Department prior to application submittal);**
- ☐ **Copy of Land Use District Map (please request from the Planning & Environmental Resources Department prior to application submittal);**
- ☐ **Copy of Future Land Use Map (please request from the Planning & Environmental Resources Department prior to application submittal);**
- ☐ **Photograph(s) of site from adjacent roadway(s);**
- ☐ **Signed and Sealed Boundary Survey, prepared by a Florida registered surveyor – 16 sets (at a minimum, survey should include elevations; location and dimensions of all existing structures, paved areas**

## APPLICATION

and utility structures; all bodies of water on the site and adjacent to the site; total acreage by land use district; and total acreage by habitat);

- ☐ **Typed name and address mailing labels of all property owners within a 300 foot radius of the property (three sets).** This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 300 foot radius, each unit owner must be included

**If applicable, the following must be submitted in order to have a complete application submittal:**

- ☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)
- ☐ **Any Letters of Understanding pertaining to the proposed map amendment**

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.